

**Request for Proposals
Purchasing Card Program
For Minnehaha County**

Proposals will be received by the Board of Commissioners of Minnehaha County at the office of the County Auditor, 415 N. Dakota Avenue, Sioux Falls, South Dakota 57104 until 3:00 p.m. on Tuesday, November 3, 2009, from organizations/firms interested in providing Purchasing Card services for Minnehaha County, South Dakota. Proposals will be evaluated and a contract recommendation will be made to the Minnehaha County Commission at a regular meeting of the Commission.

All proposals shall be made in accordance with forms and specifications detailed in the Request for Proposals. The Request for Proposal specifications have been placed on file and may be reviewed at the Office of the Minnehaha County Auditor, Minnehaha County Administration Building, 415 N. Dakota Avenue, Sioux Falls, South Dakota, 57104, or online at <http://minnehahacounty.org> under the "Notices" dropdown.

The Board of County Commissioners reserves the right to waive any irregularities deemed advantageous to the County, to reject any and all proposals, and to negotiate with the most qualified individual or firm submitting a proposal.

Sue Roust, County Auditor

Please Publish:

Argus Leader: 10/12/09 & 10/19/09

Dell Rapids Tribune: 10/14/09

Brandon Valley Challenger: 10/14/09

REQUEST FOR PROPOSALS

Purchasing Cards

PURPOSE

The Minnehaha County Auditor's Office (County) is seeking proposals from vendors to supply a purchasing card program to the County. The purpose of this request for proposal (RFP) is to provide prospective vendors with information to enable them to prepare and submit their proposals. This will begin the process of evaluation and negotiation that will lead to a contract for providing purchasing cards.

GENERAL INFORMATION

Vendors are cautioned to read this document carefully and to prepare and submit their response providing all information requested in strict accordance with the format, chronology, etc., as set forth herein. To be considered, vendors must submit a complete response to this RFP in the format detailed. Proposals must be dated and signed by an authorized official to bind the vendor to its provisions. Proposals must remain in force for at least ninety (90) calendar days from the date for submission of proposals. The County will not be liable for any costs incurred by the vendor in preparation of this RFP.

The County reserves the right to reject any or all proposals, wholly or in part, to waive any technicalities, informalities, or irregularities in any proposal, and to make awards in a manner deemed in the best interest of the County.

A. INQUIRIES

All inquiries concerning this RFP should be directed in writing, by Fax, or by e-mail no later than 5:00 p.m. CDT on October 27, 2009. Inquiries should be directed to:

Sue Roust, County Auditor
Minnehaha County
415 N. Dakota Avenue
Sioux Falls, SD 57104-2465
Fax: 605-367-7409
sroust@minnehahacounty.org

Written addendum to all pertinent questions will be provided on the Minnehaha County website, www.minnehahacounty.org under Notices by October 28, 2009.

In all cases, no verbal communications shall override information presented in this RFP or written addendum on the website.

In order to be considered, please send or deliver an original plus two (2) copies of your proposal in a sealed envelope clearly marked on the outside with

“Minnehaha County Purchasing Card Proposal” by 3:00 p.m. on November 3, 2009.

B. PRESENTATION

Proposals should be prepared simply and economically providing a straightforward and concise description of the vendor’s capability to satisfy the requirements of the RFP. Proposals must be presented in sequence as it appears in this document. Please keep responses concise. Supporting documentation should clearly indicate which item the documentation is for. A response is required on each of the selected items (indicate with an N/A those items that are not applicable).

C. EVALUATION PROCESS

Proposals will be evaluated according to the following factors:

- Vendor Operations
- Controls
- Cards
- Reporting to include an on-line demonstration
- Payment
- Costs
- Contacts/References

Once the most responsive vendor is determined, the County will conduct further negotiations to assist in the clarification of contract terms and conditions.

If you are unable to perform any of the following conditions, please clarify your position to enable us to determine the significance of the differences for evaluation purposes.

D. AWARD OF CONTRACT

Award of contract, if made, will be to the most responsive vendor selected in accordance with the RFP evaluation criteria and whose proposal complies with all the requirements of the RFP documents and addenda thereto, except for such immaterial defects as may be waived by the County.

E. CONTRACT PERIOD

The contract will be effective from the date of agreement, to be determined by the date of signing by both parties, for a period of three (3) years. The contract will be renewable, at the discretion of the County, for two additional periods of two (2) years each.

F. TERMINATION

1. Termination for Cause:
The County may terminate the contract resulting from this RFP at any time if the vendor fails to carry out its terms, or fails to make substantial

progress toward the fulfillment of terms, as specified in this document and the resulting contract documents.

2. Termination for Other Reasons:
By mutual agreement of both parties, upon receipt and acceptance of not less than a ninety (90) day written notice, the contract may be terminated on an agreed upon date, prior to the end of the contract period, without penalty to either party.
3. Contract Assignment:
Contracts established as a result of the proposal shall not be transferred or assigned without consent of the County.

VENDOR PROPOSAL

Please format your proposal to respond to the following questions and requests for information.

A. VENDOR OPERATIONS

1. How long have you offered a purchasing card program and what is the number of purchasing card customers serviced by your organization?.
2. Describe the technology utilized in your purchasing card program. Include information on computing technology, communication links, vendor/merchant terminal requirements and data storage.
3. Do you use subcontractors for purchasing card processing? If so, how do you guarantee their performance?
4. Will you be willing to assist in training County departments in the proper use of the card?
5. Describe your purchasing card operations. Include information of size, scope, capacity, timing and process steps.
6. Describe your process for handling customer service related inquiries. Provide a description of how lost/stolen cards, disputed items, and general cardholder assistance are handled.

B. CONTROLS

1. What is the maximum possible credit limit that can be set for a county purchasing card program?
2. Is it possible to restrict the purchase of certain types of items, such as travel, entertainment, alcohol, printing, etc.? If so, please explain.
3. Are there specific vendor codes set up by the card company which could be used by the County Departments to identify and track vendors? If so, how many codes are used? Does each vendor have a specific code? Explain.
4. Does your firm provide individual transaction limits by card? (e.g. \$150 for card A and \$250 for card B)
5. Does your firm provide daily or monthly transaction volume limits by card? (e.g. 3 transactions per day, 50 transactions per month, \$500 per day, \$5,000 per month)
6. Can individual Merchant Category Codes (MCC codes) limitations be issued to each card? For example, Card A can only be used to purchase products

with MCC codes 4000 and 4580, while Card B can be used to purchase items within a range of MCC codes.

7. How many MCC codes or MCC code ranges may be specified on each purchasing cardholder?
8. How can the County Auditor or Department Head manage the limits, MCC code ranges, etc.? Can a default County accounting code be assigned to individual cards?
9. Does your software allow for Department Heads to review and approve transactions after the sale? Is it possible to see the details of the transaction, rather than just summary information? Can County accounting codes be changed or added to transactions at this time?
10. What plan or procedure would apply for employees and/or company liability for unauthorized use of a card? Explain in detail.

C. CARDS

1. Describe the purchasing card application, renewal, and cancellation process. How are new, renewal, and replacement cards distributed? What information will be required by the card supplier if the County utilizes an internal application?
2. Do your cards have an expiration date? If so, how is the expiration date determined?
3. What will be the procedure for the replacement of lost cards? How quickly can lost, stolen or damaged cards be replaced?
4. What practices exist to preclude counterfeit cards?
5. Can the face of the customized purchasing card contain the County name and/or logo? What information may be embossed on the purchasing cards and what limitations and/or restricts exist? Explain any costs involved in producing customized cards.
6. Can the County's statement of tax exemption be included on the card?

D. REPORTING

1. Is it possible to have on-line viewing screens within the County that provide access to the County's purchasing card information. Include hardware and software requirements and any costs. Please provide sample screen prints of the information that County personnel would see.
2. Describe the frequency and type of reporting that will be provided under your purchasing card program. Include a detailed explanation of data types you store and maintain, and the structure of the reports that you offer. How long is data stored? Examples of reports and an on-line demonstration of your web-based system should be provided with your response to this RFP.
3. Does your system allow for transaction details to be uploaded to our Accounting System? If so, in what format will the information come to us? How detailed is information uploaded?
4. Does system allow for printing of transaction details?

E. PAYMENT

1. What are your terms for invoice payment? What methods do you accept for payment?
2. Explain your billing and payment cycle and how it can be tailored to meet the County's needs.

F. COST

1. Do you charge an annual fee for these cards? Are there additional fees or costs associated with providing a customized purchasing card? Include all items such as transaction fees, late payment finance charges and any other miscellaneous charges.
2. Are you able to provide a rebate? What are the criteria used to determine the amount of a rebate?

G. CONTACT/REFERENCES

1. Account Executive: The vendor shall designate an individual to support the purchasing card system as the primary interface between the County and the vendor. The County reserves the right to request a change in representatives for the positions outlined if service is unsatisfactory. Activities associated with this individual will include but not be limited to development and set-up of the cards, operation and customer service.
 - a. Provide individual's title, location and number of accounts assigned to that person.
 - b. List office support personnel/computer processing personnel who would provide back-up.
 - c. Provide the 800 number available for account questions if available.
 - d. What methods are there to contact the vendor's representative in an emergency?
2. Implementation: Describe the proposed implementation plan. Include a time table and who would be responsible for each phase. Provide the names and titles of individuals authorized to assign tasks and accept responsibilities for implementing the plan within the organization.
3. References: List three references of companies and/or governments that are using the proposed purchasing cards. Please include a contact name and phone number.
4. Additional Information: The vendor is encouraged to provide any additional relevant information or offers that may be useful in evaluating the proposal and are not specifically identified in this document. Please indicate any requirements that your firm will expect on the part of the County with regard to your proposed purchasing card program.